



# PALMER MUSEUM OF ART

## 2021 Fall Internships & Application Instructions

Undergraduate internships at the Palmer Museum of Art are offered with the goal of providing educational and practical experience in a professional museum setting during Penn State's fall and spring semesters. Internships require a commitment of 8-10 hours per week. Exact work schedules follow the academic calendar and can be flexible to accommodate class needs. Schedules will be set with supervisors at the beginning of each semester. Some evening and weekend shifts may be required.

## Application Deadline: May 31, 2021

### Application Instructions:

1. Review the project descriptions and requirements below.
2. Complete an [application form at this link](#). Use your Penn State login to access this form.
3. Upload your resume as part of the application, linked above. Have your file prepared (PDF preferred) and titled with this convention: Lastname\_Firstname\_resume
4. Recommendation – You will need one academic or work reference to submit a recommendation form/email by the application deadline. Share this [recommendation form](#) and ask them to complete it or send similar information via email to the address listed in the form, [bgb56@psu.edu](mailto:bgb56@psu.edu). (\*Note: This requirement is waived for students who have previously worked with the Palmer.)

All applicants will be notified whether they are accepted by August 1. Prior to that, you may receive an email or phone call if an intern supervisor needs more information to make a decision. For questions about Palmer Museum internships, contact Brandi Breslin at [bgb56@psu.edu](mailto:bgb56@psu.edu).

### Undergraduate interns may work with the Palmer in one of three methods:

- Qualify for hourly wages through Community Service Federal Work Study (CSFWS). To see if you would qualify for this funding, visit the Penn State CSFWS page at <https://sites.psu.edu/communityservicefws/about-us/>
- Course credit via internship – check with your academic advisor to see if your department allows credit for internships

- Volunteer – if you are not eligible for CSFWS or credit but still want to gain experience, you may work with us a volunteer intern

#### Qualifications Needed:

- Coursework or experience in art history, art education, studio art, or similar
- Experience with project/event management
- Strong verbal and written communication skills
- Research and creative problem-solving skills
- Ability to work independently and within a team
- Receptivity to feedback
- Must be enthusiastic about creating a welcoming and accessible environment for all visitors

#### General Objectives for Interns:

- Develop professional skills in a dynamic setting with a public-facing, education-focused, and art-centered institution
- Gain experience in museum practices and an understanding of the processes related to cross-departmental collaboration
- Develop skills in research, planning, and project development

## **Fall 2021 Project Descriptions**

### **Student Engagement Programs Internship**

The Student Engagement Intern will work closely with the museum's education team to plan and implement programs designed for Penn State student audiences, especially Art After Hours which takes place one Thursday evening a month. This intern will undertake art research and interpretation and will develop related art-inspired activities for students both inside and outside the museum. This intern will also serve as part of the leadership team for the Palmer Student Ambassador volunteer program to include their participation for student engagement programs. Additional qualifications for this internship include strong research, writing, and organizational skills; ability to interact with museum audiences and lead public programs.

### **Visitor Experience Internship**

The Visitor Experience Intern will work closely with the museum's education team to create and deliver programs, tours, and interactive museum experiences for a wide variety of visitors including students, families, and general public. This intern will serve as part of the leadership team for the Palmer Student Ambassador volunteer program and will organize communication and shifts for student participants. Additional qualifications for this internship include willingness and experience to speak and interact with museum audiences, and prior experience as a Palmer Student Ambassador or intern is preferred.

### **Creative Experience Internship**

The Creative Experience Intern will work closely with the museum's education team to design art projects and responsive activities inspired by the permanent collection and special exhibitions and to engage a wide variety of audiences including students, families, and general public. This intern will test, refine, and lead creative projects for visitors during Art After Hours, family programs, Drop-in for Art, and in-gallery "always on" interactives, and will participate in training for museum volunteers to lead the projects as well. Additional qualifications for this internship include experience with a variety of art processes and materials, and the ability to speak and interact with museum audiences.

### **Design-Storytelling Internship**

The Design-Storytelling Intern will work closely with the museum's education and communication departments to craft visual communication tools such as flyers and poster and create compelling narratives via video to inform, inspire, and engage with a variety of museum audiences. This intern will create video and promotion of in-museum events and programs as well as produce brief museum-based stories for social media content. This intern will also upload and manage content, captions, and metadata. Additional skills and qualifications for this internship include proficiency with videography and photo/video editing software.

### **Marketing & Communications Internship**

The Marketing & Communications Intern will work with the museum's communications specialist to develop strategies and content for web-based and social media communications, including creating, scheduling, and analyzing posts and stories; submitting information to online calendars; designing and posting program flyers; supporting communication efforts with photography and video of museum events and activities. Additional skills and qualifications for this internship include familiarity with social media platforms, and proficiency with digital photography and photo editing software.

## **Preparator Internship**

The Preparator Intern will work closely with preparators on daily tasks and duties to provide an overall experience of the department and its function within the Museum. Intern may be assigned a specific project based on the needs of the department. Duties will vary according to installation schedule, but may also include dry mounting and cutting labels, painting and constructing exhibition furniture, printing and mounting text panels, preparing art mounts for displays, etc. Some evening and weekend shifts may be necessary. **Additional skills and qualifications for this internship include proficiency with hand tools and experience with Adobe Creative Cloud software.**